

Covid – 19 Plan for Song Market

Workplace Operational Requirements

1. All Song Market Employees have to wear a mask
2. Social Distancing
 - a. Physical workspace modifications
 - i. Employees must try not to congregate or have unnecessary contact while working.
 - ii. The store will have markings on the floor for social distancing so that customers can be 6 feet apart while waiting for the cashier.
 - iii. The office door in the store will remain closed unless it is being used by the manager however when possible it should be closed at all times
 - b. Displaying of marking or signs reminding customers and employees
 - i. To maintain social distancing of 6 feet
 - ii. Gel hand-sanitizers are setup by the entrance and also on the counter for customers and employees to use.
 - iii. Signs right outside the entrance on how to wash hands
 - iv. Signs right outside the entrance directing customers and employees to go home when and if they are sick
 - v. No mask No entrance sign on the door
 - c. We do not need more than three people working on the floor at one time (usually there would only be 2 persons)
 - d. When opening and closing the store. The entrance to the store is not the same as the main entrance of the store
3. Limit In-Person Interaction and Physical Contact:
 - a. Meetings are more spread apart to once a month instead of once a week
 - b. Meetings are done outside of the operation hours of the store to ensure that there is no contact with the floor space of establishment.
 - c. Less contact with personal phone on the floor unless it is an emergency
4. Regular Screening Protocols
 - a. Our stocker must wear gloves and wash his hands before, during, and after his shift when necessary
 - b. Before the shift is started employees must check their temperature and see that they do not have a fever.
 - c. There is a temperature gun in place just in case there are customers that may have signs of fever in which case the employee must check their temperature to ensure they are not sick.
 - d. The manager must check on the Employees and see that they are following these protocols and complying with the store guidelines
5. Assess Sanitary Workplace Conditions and Policies

- a. When the basket is used in the store an employee must wipe down the basket for sanitary purposes
- b. The sales counter should be wiped down every time there is a break between customers so that the next customer will have a clean and sanitary space to put their products on
- c. The door handle to the store will be wiped down and sanitized because we do not have an automatic door
- d. The floor space of the cashier will be sanitized between shifts or after a manager or employee steps into the cashier's area
- e. A/C filters must be cleaned as necessary in order for a more clean air in the establishment